



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

3 August 2006

MEMORANDUM FOR ALL NATIONAL BOARD MEMBERS

FROM: HQ CAP/CC

SUBJECT: Maintenance of Corporate Communications Equipment

1. CAP has received a lot of great recognition as a national-level relief agency and resource provider. As we move into a higher state of operational readiness, our communications assets are becoming increasingly critical to our mission effectiveness. For this reason the AF has granted us over \$15 million for communications equipment over the last few years and more is being negotiated. In order to ensure we provide the best possible care of these assets while keeping our people safe, maintenance and configuration standards are being prepared in the form of regulations. This policy letter is intended to serve as guidance in the interim until new regulations can be implemented.

2. To maximize reliability of our critical communications system we have established the National Technology Center (NTC) as a "depot-level" repair facility for all communications equipment provided through National Headquarters. All repair issues for communications equipment must be coordinated with the NTC.

3. The NTC employees are factory certified to repair our radios without voiding warranties and they can usually do so at no cost to the field. They can provide advice and guidance on allowable field-level actions and make the determination when depot-level maintenance is needed. If repairs can not be executed quickly, they have an equipment exchange program to minimize downtime. Therefore, the NTC must coordinate all repair actions. When depot-level maintenance is warranted they can cover the shipping costs in most cases.

4. Communications equipment provided through National Headquarters will not be modified in any manner without prior approval from the NTC. Approved modifications will be documented and posted on the Communications Program Web Site. Modifications are defined as:

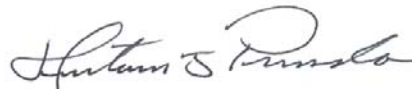
a. The alteration or removal of components provided as part of the originally issued system or package design.

b. The interfacing of any external components which are not a standard option or accessory obtained from the Original Equipment Manufacturer (OEM) (or designed in cooperation with the OEM) to directly interface to the equipment through existing connections utilizing vendor-provided or common off-the-shelf interface cabling.

c. The alteration of equipment circuitry in a manner which was not part of the OEM design or included in OEM documentation.

5. The fabrication of RF (coax) jumpers and the extension of power and speaker cables are allowed provided that the OEM connectors are not altered and good engineering practices are observed. Should a requirement exist to separate the components of an integrated system, that requirement will be identified to the NTC and the alteration will be performed at the NTC prior to distribution. This is necessary in order to ensure that unused components are properly accounted for and reutilized to the maximum extent possible

6. As CAP now assumes responsibility for millions of dollars worth of taxpayer-provided communications equipment, it is essential that we place command emphasis on proper utilization and maintenance. Deviations from the standards established in this policy letter must be referred to the appropriate command levels for corrective action. I thank you for your support of these very important measures.



ANTONIO J. PINEDA
Major General, CAP
National Commander

cc:
CAP/EX/XP/FM/EXI/MD/DO/LG/NTC
Wing Administrators
CAP-USAF/CC/CV/XO/IG
CAP-USAF LR's
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